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## ABSTRACT

This book contains information about the resources available to merge new technology and the search for employment. It offers suggestions from human resource specialists, software authors, and database experts. Chapter 1 is an overview of how the computer has become indispensable in a job search. Chapter 2 focuses on external, third-party resume database services--independent firms that register people in their databases and then permit employers to draw from the databases when searching for people to hire. Chapter 3 examines how jobs are being filled with people whose resumes have been entered into the employer's own internal database. Chapter 4 looks at the jobs side as it considers electronic resources for actual advertised job openings--computerized, classified help-wanted ads. Chapter 5 explore the efficiencies of using employer databases that are available on CD-ROM disks, computer disks, and online to customize a list of job prospects. Chapter 6 focuses on how the world of computerization has developed to the point where companies allow computers to take initial applications from job seekers and, in some cases, administer testing before the hiring process moves to the second level. Chapter 7 reviews other electronic services for today's job market and ends with a preview of emerging technologies that will take job searches further. Appendixes include definitions of computer terms and an index. (YLB)

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